

## **JOB DESCRIPTION**

**JOB TITLE:** Nurse Program Manager

**GRADE:** 22

**JOB CODE:** 2127

**EST. DATE:** 7-1-06

**GENERAL FUNCTION:** Under direction of the Nursing Supervisor, Nurse Administrator, Director of Nurses or designee, serves as a coordinator of services for a program area such as HANDS, Home Health, School Health, Healthy Start, etc. Provides consultation and technical assistance for co-workers, answers technical questions and provides up to date information to staff. Manages program resources. Assures that accurate information is documented appropriately according to program standards. Prepares programmatic reports as required by the local, state or federal guidelines. Serves as community resource person providing information regarding available services of the designated program. May provide direct client care as needed and time permits.

### **COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES:**

Provides direct client care as needed and time permits.

1. Uses basic computer skills to access data and retrieve programmatic information from the PPHP with minimal assistance.
2. Uses the PPHP as a reference guide.
3. Documents services provided to the client in the medical record entering required service/program specific information according to the PPHP and Administrative Reference (AR). Maintains confidentiality and privacy within the agency, state medical information requirements and HIPAA guidelines.
4. Delegates aspects of nursing care to other members of the health care team commensurate with their educational preparation and experience and provides appropriate oversight.
5. Ensures proper dispensing and secure storage of medications.

Actively participates in assessing and utilizing client and community health information.

1. Identifies relevant and appropriate data and information sources.
2. Identifies health risks and implements risk reduction strategies for self and others.
3. Reports incidents according to proper procedures.
4. Refers to supervisor as needed.
5. Delegates aspects of nursing care to other members of the health care team commensurate with their educational preparation and experience and provides appropriate oversight.
6. Uses basic computer skills to access data and retrieve programmatic information from the PPHP with minimal assistance
7. Uses the PPHP/AR and programmatic manuals as reference guides.

8. Utilizes considerable awareness of community assets and available resources when assisting with making appropriate referrals and outreach.
9. May conduct communicable and preventative disease case finding investigations for the purpose of preventing and controlling diseases and disabling conditions and for the promotion and maintenance of health of populations.

Provides personal, operational and financial management of assigned program.

1. Provides leadership and assumes leadership role in effective strategic planning for assigned program.
2. Participates in the review and development of policies.
3. Orders supplies as needed.
4. Directs Quality Improvement activities for the program.

Documents provided services accurately and according to the PHR, Administrative Reference (AR) and programmatic guidelines. Maintains confidentiality and privacy within the agency, state medical information requirements and HIPAA guidelines.

1. Attentive to detail, record-keeping and required paper work.
2. Assures that appropriate and accurate documentation is performed.
3. Prepares reports as required by agency, local, state or programmatic guidelines.

Practices with professionalism and accountability as employee of the local health department.

1. Adheres to local health department attendance and punctuality policies.
2. Organizes, prioritizes and provides care in a timely and cost-effective manner.
3. Prioritizes work assignments to accomplish job tasks.
4. Practices fiscal responsibility through timely correct coding of employee time sheet, Patient Encounter Form (PEF), Supplemental Reporting Form, and Community Reporting Form.

Communicates effectively both in writing and orally, including documentation, record keeping and correspondence.

1. Uses therapeutic communication effectively with clients, families and health team members.
2. Uses appropriate communication strategies to effect positive client care outcomes.
3. Effectively communicates to members of the community.
4. Listens to others and shares knowledge in a non-judgmental manner.
5. Communicates or disseminates information to staff.

6. Facilitates clear communication of expectations and accountabilities to staff.
7. Communicates programmatic concerns or problems to the Supervisor II nurse.

Provides leadership for the program and promotes teamwork.

1. Provides overall management and guidance for specifically assigned programs.
2. Demonstrates strong interpersonal skills, as well as, coaching and mentoring skills.
3. May complete special projects within a defined time.
4. Promotes and practices client/family advocacy.
5. Anticipates potential problem situations and intervenes to offset any adverse impact.
6. Maintains an environment of trust, fairness, consistency and confidentiality with diverse team members and with other client/family members.
7. Demonstrates sensitivity for and understanding of clinical disciplines and issues.
8. Models effective clinical decision making skills.
9. Provides advice, counsel and instruction to nurses on both work and administrative matters.
10. Facilitates staff meetings for assigned program staff.
11. Attends Nursing Supervisor meetings, as appropriate, to assist in planning, evaluating, maintaining and improving current programs.

Interprets and applies laws, rules, regulations and policies applicable to the program activities assigned.

1. Learns program requirements through review of statutes, regulations and program standards.
2. Monitors and enforces compliance to programmatic, federal, state and local rules and regulations.
3. Conducts surveillance and maintenance of appropriate equipment for compliance and issues notifications of any violations or variances to standards.

When indicated and as needed, develops and conducts educational counseling and teaching activities for individual clients, families and/or community members based on assessments, focusing on assisting them in understanding health needs with an emphasis on the promotion, maintenance, and restoration of health, and self care. Utilizes selected educational methods and materials that are appropriate to language, reading level and needs. Periodically evaluates and revises teaching plan(s), as needed.

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Develops and implements a plan of continued professional growth and development.

1. Maintains nursing CEUs and seeks continuous learning opportunities.
2. Participates in training related to job responsibilities and completes all trainings for assigned program.
3. Attends meetings and seminars to maintain a current level of knowledge of regulatory guidelines, policies and procedures for assigned program.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

**SUPERVISION RECEIVED:** Receives limited supervision by the nursing supervisor with occasional periods of autonomy. Supervisor provides general review and plays substantial role in setting goals, objectives and organizing work.

**SUPERVISION EXERCISED:** May supervise LHNs, PHNs, LPNs, unlicensed assistive personnel and support staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines.

## **JOB SPECIFICATIONS:**

### **Knowledge:**

- Considerable knowledge of professional nursing theory, standard nursing protocol and the legal implications of nursing practice, including relevant statutes and regulations.
- Knowledge of the scope of practice for the RN, LPN, and ARNP in Kentucky.
- Knowledge of the KBN Delegation Advisory Opinion Statement.
- Knowledge of evidence-based practice and its application in the promotion of healthy outcomes.

- Considerable knowledge of the preparation of nursing care plans for individuals.
- Considerable knowledge of the practices and policies of the agency.
- Considerable knowledge of the assigned program.
- Knowledge of the purpose and role of public health nursing and core public health functions within a health care system.
- Knowledge of the role of various community health care providers, social service and advocacy agencies within the community.
- Knowledge of demographic, biostatistical and data collection methods utilized in evaluating public health needs and problems.
- Basic knowledge of federal, state and local laws and regulations governing public health.
- Awareness of cultural differences encountered in carrying out public health nursing activities.

**Skills:**

- Considerable level of skill in the application of nursing techniques, procedures and instruments according to recognized policies.
- Considerable level of skill in interviewing and counseling clients.
- Moderate level of skill in utilizing appropriate oral and written communication with clients, physicians, nurses and other staff regarding evaluation or treatment.
- Moderate level of skill in managing work-related activities of assigned staff.
- Moderate level of skill in applying the principles of epidemiology to a wide variety of social and health problems as indicated.
- Moderate level of skill in interpreting data collected from individual community assessments to determine health status and share with policymakers as indicated.

**Abilities:**

- Ability to understand the standard procedures and services of the local health agency.
- Ability to accurately interpret practices and policies of the agency to the staff and the public.
- Ability to organize materials, prepare reports and to make decisions.
- Considerable ability to interview and counsel clients.
- Ability to encourage clients to participate in the appropriate and various health programs.
- Ability to communicate effectively with co-workers, clients and other professionals.
- Ability to provide clinical information and education through multiple methods, including public speaking.

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- Ability to develop cooperative working relationships with staff, service providers and community members and to function well as a program leader.
- Ability to use good nursing judgment to determine when to refer a client to another health care provider for further evaluation or treatment.
- Considerable ability to supervise and evaluate the performance of subordinate nursing staff.
- Ability to assess the educational needs of nursing staff working in the assigned program.
- Ability to apply leadership skills to facilitate the accomplishments of essential public health services.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Current active Registered Nurse license from the Kentucky Board of Nursing.

Associate degree or diploma from an accredited university, college or school of nursing. Three (3) years of nursing experience in the LHD having successfully demonstrated competencies and completed all job specific programmatic trainings.

**Note:** Masters of Science in Nursing (MSN) or Masters in Public Health (MPH) degree may substitute for one (1) year of required experience.

**Note:** Nurse Program Manager having primary responsibilities with PHNs must have BSN degree or higher.

**New classification as of 7-1-06.**

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.